

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance Person

**GRADE:** 7

**JOB CODE:** 5004

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under direction to be responsible for the general maintenance of the health department buildings and grounds; and to do related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Sees that the building has adequate heating, lighting, and ventilation and that it is properly cleaned.

Inspects electrical, plumbing, heating and other equipment and makes minor repairs for their maintenance.

Arranges desks, files and other office equipment. Supervises the upkeep of grounds and buildings.

Acts as custodian of all department property.

Supervises the receipt and shipping of all materials and equipment.

### **JOB SPECIFICATIONS**

#### **Knowledge and Abilities:**

Considerable knowledge of custodial and janitorial supplies, equipment and material.

Considerable knowledge of methods used in janitorial work.

Ability to make minor repairs of building and equipment.

Ability to plan, organize, assign, supervise, and inspect the work of helpers.

Ability to follow instructions.

Ability to keep routine records and make reports.

**Minimum Education, Training and Experience Requirements:** Elementary school (eighth grade) education. Three years experience in building maintenance, janitorial services or related work.

**JOB TITLE:** Maintenance Person

**JOB CODE:** 5004

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**